

Date/Time Stamp  
RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2019 SEP -4 PM 2:01

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

  
(Signature of Traveler)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC JUL 8'19PM12:22

Name of Traveler: Chris SoghoianEmploying Office/Committee: Office of Senator Ron WydenPrivate Sponsor(s) (list all): Woodrow Wilson International Center for ScholarsTravel date(s): August 8, 2019 - August 10, 2019*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Las Vegas, Nevada, USA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This Wilson Center trip to attend DEFCON, the top hacking and cybersecurity conference in the country, will enable me to better help the Senator with his legislative work in the areas of privacy and cybersecurity. The Wilson Center program will give me the opportunity to meet face-to-face with subject matter experts and learn about the latest cybersecurity research.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

JULY 8, 2019  
 (Date)

Chris Soghoian  
 (Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, RON WYDEN hereby authorize CHRIS SOGHOIAN  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

JULY 8, 2019  
 (Date)

[Signature]  
 (Signature of Supervising Senator/Officer)

## Soghoian, Chris (Wyden)

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**From:** Jacob Rosen <Jacob.Rosen@wilsoncenter.org>  
**Sent:** Monday, June 17, 2019 11:43 AM  
**Subject:** DEF CON August 8-10

Hi there,

I apologize for the relative late notice here, but I come to you with good news. If you are receiving this message it means we have selected you to participate in our upcoming trip to DEF CON this August 8-10<sup>th</sup>. Congrats!

We are aware that you will all likely have further questions that you will want to ask us in order to initially clear this trip with your respective offices. Please do not hesitate to reach out with any and all questions that you may have or need answered. The trip has been specifically designed to comply with ethics requirements so we are hopeful that there should be no issues with making sure everyone is eligible to come with us.

We ask that you please work towards confirming your attendance to the best of your availability as soon as possible, and no later than COB this Friday, June 17, so that we can begin to take next steps and work with the respective ethics committees.

My cellphone # is ( ) and my office line is 202-691-4282.

Again, please do not hesitate to reach out with any questions you might have, and more importantly, congrats! We're really excited about this trip. We know August recesses can fill up with other plans, but we sincerely hope you will all be able to join us in Vegas.

Best,

Jake Rosen  
*Digital Futures Project*  
Office | 202.691.4282



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
Woodrow Wilson International Center for Scholar
2. Description of the trip: Trip for alumni of the Willson Center Congressional Cybersecurity Lab, traveling traveling to DEF CON conference, focusing specifically on network vulnerabilities and election security
3. Dates of travel: August 8, 2019 - August 10, 2019
4. Place of travel: Las Vegas, Nevada, USA
5. Name and title of Senate invitees: See attached list
6. I *certify* that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
-OR-  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
-AND-  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
-AND-  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).



100-443887-100

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**=OR=**

**OR**

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

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12. Briefly describe the role of each sponsor in organizing and conducting the trip:

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$661.80 coach airfare	\$204 (\$102 per night)	\$183 or less (\$61 or less per day)	\$300 Conference entrance fee
<input type="checkbox"/> Actual Amounts	\$70 ground transportation over 3 days			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

See attached sheet

19. Name and location of hotel or other lodging facility:

Tuscany Suites and Casino, 255 E Flamingo Rd, Las Vegas, NV 89169

20. Reason(s) for selecting hotel or other lodging facility:

Hotel was chosen for meeting the government lodging rate set by GSA and having a central location close to meeting sites.

[illegible]

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging and meal expenses are at or below the maximum rates set for official Federal Government Travel  
by the GSA

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

**Participants will be traveling roundtrip by air to Las Vegas in coach**

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

**Signature of Travel Sponsor:**

**Name and Title:** Michael Forster; Chief Operating Officer

**Name of Organization:** Woodrow Wilson International Center for Scholars

**Address:** 1300 Pennsylvania Ave NW, Washington DC 20004

**Telephone Number:** 202-691-4366

**Fax Number:**

E-mail Address: [michael.forster@wilsoncenter.org](mailto:michael.forster@wilsoncenter.org)



# Wilson Center

**List of Participants Woodrow Wilson International Center for Scholars  
Congressional Cybersecurity Lab Alumni Study Trip  
Las Vegas August 8th to August 10th, 2019  
United States Senate**

**Name:** Erica Andeweg

**Title:** Legislative Assistant, Office of Senator Deb Fischer

**Name:** Chris Soghoian

**Title:** Senior Technologist, Office of Senator Ron Wyden

**Name:** Aaron Barruga

**Title:** Cybersecurity Fellow, Office of Senator Tom Cotton

**Name:** Andrew Timm

**Title:** Professional Staff Member, Committee on Homeland Security and Governmental Affairs

**Name:** Elizabeth Bernal

**Title:** Legislative Correspondent, Committee on the Judiciary

**Name:** Jillian Joyce

**Title:** Professional Staff Member, Subcommittee on Federal Spending Oversight and Emergency Management, Committee on Homeland Security and Governmental Affairs

**Name:** Robert Murray

**Title:** Legislative Director, Office of Senator Roger F. Wicker







**Woodrow Wilson International Center for Scholars  
Digital Futures Project Congressional Cybersecurity Lab  
Private Sponsor Travel Certification Form – Pre Trip -Additional Responses**

**13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

The Congressional Cybersecurity Lab aims to educate Congressional staffers on technology policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the technology and policy questions discussed in the seminars. The mission of this trip will be to help initiate better dialogue and trust between federal stakeholders and the "hacking community", as well as to educate the congressional delegation on the nature and scope of vulnerabilities and threats to critical cyber networks and infrastructure. Ethical hackers can play an instrumental role in fortifying cybersecurity infrastructure (networks, software, etc.), in both the public and private sectors, through the use of sanctioned hacking initiatives and bug-bounty programs. During the trip we will visit with private sector experts operating in the technology and cybersecurity space, such as: MGM, Rapid7, Scythe, and CrowdStrike.

Our goal is to promote an immersive understanding of policy issues on the legislative agenda, through exposure to the work and perspective of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's broader mission and charter, to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Wilson Center is the sole organizer of the trip. The William and Flora Hewlett Foundation funds the Congressional Cybersecurity Lab but plays no role in choosing participants, selecting the destination, or designing the itinerary.

**14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; three staff trips to New York City focusing on homeland security; a staff trip to Colombia to focus on the FARC negotiations; a staff trip to Dublin focusing on cybersecurity issues; a staff trip to Europe focusing on the future of the European Institution and NATO; and a staff trip to Silicon Valley, CA and Seattle, WA to engage with leading technologists. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

**15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):**

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at [www.wilsoncenter.org](http://www.wilsoncenter.org).

**18. Reason for selecting the location of the event or trip.**

Las Vegas was selected as it hosts to the DEFCON conference, the nation's preeminent hacking conference. The conference will provide us with an unrivaled opportunity to gain a better understanding of the "hacking community" and learn how to better integrate them into our nation's cybersecurity apparatus. There we will meet with representatives from across the tech/cyber industry, including both private-sector stakeholders, as well as "white hat" hackers engaged in ethical hacking,

**Wilson Center Congressional Cybersecurity Lab**  
**Delegation Trip: DEFCON 2019**

**Wilson Center Contacts:**

Meg King: Phone # TBC

Jacob Rosen: Phone # TBC

**THURSDAY, AUGUST 8<sup>TH</sup>**

8:15AM **FLIGHT FROM WASHINGTON DULLES (IAD) TO LAS VEGAS (LAS)**

10:27AM **ARRIVE IN LAS VEGAS AND TRANSFER TO HOTEL**

11:30-12:00PM **ARRIVE AT HOTEL; CHECK-IN**  
LOCATION: *TUSCANY SUITES AND CASINO*

12:00-1:00PM **INTRODUCTION TO DEFCON WITH FOUNDER JEFF MOSS**  
TOPIC: A BRIEF HISTORY OF DEFCON AND WHAT TO EXPECT  
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: JEFF MOSS, ALSO KNOWN AS THE "DARK TANGENT," IS THE FOUNDER AND DIRECTOR OF BLACKHAT AND DEFCON, THE NATION'S PREEMINENT CYBER AND HACKING CONFERENCES. WHAT INSPIRED JEFF TO FOUND THESE FORUMS? WHAT LESSONS HAS HE AND THE COMMUNITY LEARNED SINCE THEIR INCEPTION? WHAT WORK STILL NEEDS TO BE DONE? HOW CAN POLICY MAKERS WORK MORE CLOSELY WITH THE SECURITY RESEARCH COMMUNITY?

1:00-3:30PM **WORKING LUNCH AND INTRODUCTORY BRIEFING WITH HACKER SHERPAS**  
TOPIC: EXPECTATIONS, OVERVIEW OF MAJOR POLICY ISSUES, AND OPERATIONAL SECURITY  
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: DURING THIS WORKING LUNCH WE WILL DISCUSS MAJOR POLICY ISSUES TO INVESTIGATE AT THE CONFERENCE AND OPERATIONAL SECURITY FOR DATA PROTECTION, INCLUDING BEST PRACTICES, FUNDAMENTALS, AND COUNTERMEASURES.

3:30-5:00PM **MEET WITH MGM CHIEF INFORMATION SECURITY OFFICER**  
SCOTT HOWITT, SENIOR VICE PRESIDENT AND CHIEF SECURITY INFORMATION OFFICER  
LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: CASINOS ARE KNOWN TARGETS OF INTERNATIONAL CYBER OPERATIONS. IN 2014 IRANIAN HACKERS LAUNCHED AN ATTACK ON SANDS LAS VEGAS CORPORATION IN LAS VEGAS, COSTING THE COMPANY MORE THAN \$40 MILLION. CASINOS HAVE BEEN FORCED TO BOLSTER THEIR OPERATIONAL SECURITY AND CONSTANTLY MONITOR FOR INTERNATIONAL THREATS. IN THIS MEETING, THE MGM CISO WILL PROVIDE INSIGHT INTO HOW ONE OF THE LARGEST RETAIL, HOSPITALITY AND GAMBLING COMPANIES IN THE WORLD PROTECTS ITS NETWORKS AGAINST NATION STATE AND CRIMINAL HACKERS AND THE ROLE THE PRIVATE SECTOR PLAYS AS A FIRST LINE OF DEFENSE AGAINST THESE ADVERSARIES.

5:00 -6:30 PM **REST TIME AT HOTEL (NO OFFICIAL PROGRAMMING)**

FOR OFFICIAL USE ONLY

6:30-8:15PM

**RAPID7 POLICY RECEPTION**

LOCATION: *TBC*

DESCRIPTION: THE PROVIDER OF METASPLOIT (THE WELL-KNOWN PENETRATION TESTING SOFTWARE USED TO IDENTIFY SECURITY VULNERABILITIES) GATHERS THE SECURITY RESEARCH COMMUNITY AND POLICYMAKERS TO GET TO KNOW EACH OTHER AND IDENTIFY MUTUAL INTERESTS.

8:30-10:30PM

**WORKING DINNER WITH VENTURE CAPITAL INVESTOR (TBC)**

TOPIC: INVESTMENT IN THE AGE OF CYBER THREATS

LOCATION: *TBC*

DESCRIPTION: SPEAK WITH MEMBERS OF THE VENTURE CAPITAL COMMUNITY TO UNDERSTAND HOW THE INVESTMENT COMMUNITY ASSESSES CYBERSECURITY – OR DOESN'T – AS PART OF THEIR INVESTMENT STRATEGIES. THIS DINNER WILL ALSO BE AN OPPORTUNITY TO EXPLORE THE CURRENT CYBERSECURITY STARTUP ECOSYSTEM AND WHAT TECHNOLOGICAL CAPABILITIES ARE EMERGING.

10:30 -11:00 PM

**TRAVEL TO HOTEL**

**FRIDAY, AUGUST 9<sup>TH</sup>**

7:45-8:45AM

**WORKING BREAKFAST WITH SYNACK (TBC)**

TOPIC: BUG BOUNTY PROGRAMS

LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

DESCRIPTION: SYNACK, THE CHIEF ORGANIZERS OF THE INFAMOUS "HACK THE PENTAGON" PROGRAM, WILL DISCUSS THEIR PERSPECTIVE ON THE EFFICACY OF BUG BOUNTY PROGRAMS AND THEIR EFFORTS TO BUILD BRIDGES BETWEEN GOVERNMENT, THE PRIVATE SECTOR, AND THE HACKING COMMUNITY.

8:45-9:00AM

**WALK TO PLANET HOLLYWOOD HOTEL**

9:00-10:00AM

**ROOTZ ASYLUM VILLAGE AT DEFCON**

LOCATION: *PLANET HOLLYWOOD HOTEL*

DESCRIPTION: THE ROOTZ ASYLUM IS DEFCON'S CHILD-FOCUSED EDUCATIONAL HACKING PROGRAM, INSTILLING YOUNG HACKERS WITH THE SKILLS AND KNOW-HOW TO BECOME THE NEXT GENERATION OF INNOVATORS IN THIS SPACE. PARTICIPANTS WILL LEARN ABOUT DEFCON'S CONTINUING EFFORTS TO FOSTER A CYBER-TALENT POOL, ENCOURAGE GENDER PARITY, AND GIVE THESE YOUNG HACKERS THE PROPER ETHICAL BACKING TO BE A SOURCE FOR GOOD. THEY WILL BE PAIRED WITH A CHILD "HACKER" ON SPECIFIC DEMONSTRATIONS.

10:00–11:00 AM

**MAIN STAGE PANEL: "HACKING CONGRESS"**

11:00AM-11:15AM

**WALK TO BALLY'S HOTEL**



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LOCATION: *BALLY'S HOTEL*

12:30-1:30PM

**TOPIC: VIEWS FROM THE CYBERSECURITY INDUSTRY**

**CONVERSATION WITH JEANETTE MANFRA, ASSISTANT DIRECTOR, DHS CYBERSECURITY & INFRASTRUCTURE SECURITY AGENCY**

## VOTING VILLAGE AT DEFCON

## CAR HACKING VILLAGE

### REST TIME AT HOTEL

## TRAVEL TO DINNER

**WORKING DINNER WITH REPORTERS (OFF THE RECORD) (TBC) LOCATION: TBC**

3

## TRAVEL TO HOTEL

7:00 -7:30AM

### CHECK-OUT OF HOTEL; TRAVEL TO BREAKFAST

7:30 – 9:00 AM

**BREAKFAST WITH DMITRI ALPEROVITCH, CO-FOUNDER AND CTO CROWDSTRIKE (TBC)**

TOPIC: ASSESSING ADVANCED PERSISTENT THREATS AND POSSIBLE RESPONSES

LOCATION: *WILSON CENTER SUITE (BALLY'S HOTEL)*

**DESCRIPTION: CROWDSTRIKE IS AN INDUSTRY LEADER IN CLOUD-BASED END-POINT CYBERSECURITY, AND OFFERS UNIQUE INSIGHT INTO THE SKILLSETS OF THE MOST HIGHLY-SKILLED NATION STATES. DMITRI WILL DISCUSS THE LANDSCAPE OF THREATS CURRENTLY FACING THE UNITED STATES AND WHAT SOLUTIONS WE CAN EMPLOY TO HELP DEFEND OUR MOST CRITICAL ASSETS.**

9:15 – 11:00 AM

## SOCIAL ENGINEERING VILLAGE AT DEFCON

TOPIC: UNDERSTANDING THE HUMAN ELEMENT EXPLOITED BY HACKERS

LOCATION: *BALLY'S HOTEL*

DESCRIPTION: IT IS WELL-KNOWN IN THE SECURITY INDUSTRY THAT HUMANS REPRESENT ONE OF THE GREATEST LIABILITIES TOWARD SECURING SYSTEMS, NETWORKS, AND DEVICES. WHILE TECHNOLOGICAL ADVANCEMENTS HAVE AUTOMATED MANY DEFENSE PROCESSES, AS LONG AS HUMANS CONTINUE TO INTERACT DIRECTLY WITH THEIR TECHNOLOGIES, HUMAN-BASED VULNERABILITIES WILL PERSIST. HACKERS CONTINUE TO TAKE ADVANTAGE OF THESE INHERENT HUMAN FLAWS, A PROCESS KNOWN AS SOCIAL ENGINEERING. THE SOCIAL ENGINEERING VILLAGE AT DEFCON WILL HIGHLIGHT CURRENT TRENDS IN SOCIAL ENGINEERING ATTACKS AND DISCUSS BEST DEFENSIVE PRACTICES TO THWART WOULD-BE INVADERS.

11:00 - 1:30 PM

## TRIP DEBRIEF AND TRANSFER TO AIRPORT

1:30 PM

**FLIGHT FROM LAS VEGAS (LAS) TO WASHINGTON DULLES (IAD)**

8:52PM

## ARRIVE IN WASHINGTON DC

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## **EMPLOYEE PRE-TRAVEL AUTHORIZATION**

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: \_\_\_\_\_

Employing Office/Committee: \_\_\_\_\_

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): August 8, 2019 - August 10, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Las Vegas, Nevada, USA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, \_\_\_\_\_ hereby authorize \_\_\_\_\_  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervising Senator/Officer)